

BID EVALUATION CRITERIA

5.01 Introduction

The objective of the bid evaluation process is to determine the bid which most cost effectively meets the Agency's goals and requirements of this ITB. A comprehensive, fair and impartial evaluation of bids received in response to this procurement effort will be conducted. All bids that meet the Division of Purchasing Administrative requirements shall start at Phase I of the bid evaluation process as indicated below. The apparent lowest bid as determined by the Division of Purchasing shall move forward in the bid evaluation process from Phase I to Phase II and progress through the bid evaluation phases based on meeting the evaluation criteria as applicable. A preselected bid evaluation team of Agency employees shall conduct bid evaluation Phase II, III and IV.

Bid evaluation criteria for Phase II and Phase III are defined in [Section 5.03 Bid Mandatory Requirements Evaluation](#) and [Section 5.04 Vendor Bid Evaluation Criteria](#). The Agency's bid evaluation team shall use the evaluation criteria to qualify or disqualify a bid based on the evaluator's evaluation of the bid response. When a bid is disqualified by the evaluators it will be dropped from the bid evaluation process, the next apparent lowest Bidder's bid shall be selected, and the evaluation process shall start again at Phase II. The bid evaluation process shall continue until a bid is awarded or there are no more bids to consider.

The Division of Purchasing accepted bids shall be evaluated in the following four (4) phases:

- [Phase I – Determining Apparent Lowest Fixed Total Price Bid](#)
(Finance Division of Purchasing);
- [Phase II – Bid Mandatory Requirements Evaluation](#)
- [Phase III – Vendor Bid Evaluation Criteria](#)
- [Phase IV – ITB Award Recommendation.](#)

The contract awarded under this ITB will be made to the responsible, responsive Bidder with the lowest fixed total price based on the ITB Award Recommendation made by the Alabama Medicaid Agency.

5.02 Phase I – Determining Apparent Lowest Fixed Total Price Bid

The Department of Finance, Division of Purchasing, shall determine the apparent lowest fixed total price bid based on the Bidders Bid Total price from the ITB Bid Sheet. Bids that are incomplete will be declared non-responsive and will be rejected with no further evaluation. Accepted bids shall be ordered from lowest to highest Bid Total price. Only the apparent lowest Bidder's bid shall move forward in the evaluation process to Phase II. In the event that the

apparent lowest bid fails to meet or pass the bid evaluation criteria in Phase II or III, the next apparent lowest bid shall be evaluated beginning at Phase II of the evaluation process.

5.03 Phase II –Bid Mandatory Requirements Evaluation

Upon receipt of proposals, the MMIS Coordinator and a State of Alabama’s Department of Finance, Division of Purchasing staff representative (purchasing representative) will first examine each original bid response that passes Phase I for adherence to the initial submission requirements outlined in the table in *Section 5.03.01* below. Any response that would cause a bid to be disqualified on any item(s) will be referred to the Medicaid General Counsel for review and interpretation. Those bid response proposals found to be in compliance with the mandatory submission requirements in *Section 5.03.01* below will then be forwarded to the Evaluation Committee for a review of the Bidder’s response against the requirements outlined in the ITB.

5.03.01 Phase II Mandatory Requirements Criteria

Bidder Response Checklist	RESULTS	
	Pass (Yes)	Fail (No)
<p align="center">GENERAL RESPONSE REQUIREMENTS (as defined in ITB Section 4.01)</p>		
1. Was the proposal received by the State of Alabama’s Department of Finance, Division of Purchasing by the date and time specified in the ITB Section 1.05 - Schedule of Activities?		
2. Was a notarized State of Alabama “Invitation to Bid” form, signed in ink by the Bidder (or an officer of the Bidder who is legally authorized to bind the Bidder to the proposal) submitted as specified in ITB Section 1.10 - Bidder’s Submission?		
3. Were one (1) original and ten (10) copies plus two (2) electronic versions of the proposal, with the Transmittal Letter, submitted with at least one (1) copy containing the required original signatures?		
4. Was a Letter of Intent to Bid submitted by the date and time as specified in ITB Section 1.05 - Schedule of Activities?		
5. Was a bid bond guarantee in the amount of three-hundred thousand dollars (\$300,000) submitted in the original hard-copy version of the Bid Response, in the required format as specified in ITB Section 1.25 - Bid Guarantee?		

Bidder Response Checklist	RESULTS	
	Pass (Yes)	Fail (No)
<p style="text-align: center;">BID RESPONSE REQUIREMENTS (as defined in ITB Section 4.04)</p> <p>6. Does the Proposal include seven (7) separate sections and assorted subsections, as described in ITB Section 4.04.02:</p> <ul style="list-style-type: none"> • Tab 1A - Transmittal Letter? • Tab 1B - Bid Guarantee (Original Volume Only)? • Tab 1C - State Invitation to Bid Form and Pricing Schedules (Original Volume Only)? • Tab 2 - Table of Contents? • Tab 3 - Executive Summary? • Tab 4 - Approach to Implementation Phase? • Tab 5 - Operations Phase? • Tab 6 - Corporate Capabilities and Commitments? • Tab 7 - Appendix? 		
7. Is the Transmittal Letter, on official business letterhead, from the entity submitting the proposal as the prime contractor?		
8. Is the Transmittal Letter signed by an individual authorized to legally bind the Bidder?		
9. Does the Transmittal Letter include a statement addressing each of the items in ITB Section 4.03 – Transmittal Letter numbers 1a-q?		
<p>10. Does the Transmittal Letter include a completed and signed Disclosure Statement as identified in ITB Section 4.03 – Transmittal Letter number 1r?</p> <p>COMMENT:(If not, the Bidder will be given an opportunity to correct the deficiency)</p>		
<p>11. If subcontractors are proposed, has each subcontractor submitted a statement, on official letterhead, signed by an individual authorized to legally bind the subcontractor to perform the scope of work, and addressing each of the items in ITB Section 4.03 - Transmittal Letter numbers 2 a-e?</p> <p>If subcontractors are not proposed, was there a statement to that effect?</p>		
12. Does the Transmittal Letter explicitly identify and explain where the proposal deviates, in any way whatsoever, from the detailed specifications and requirements in the ITB?		

Bidder Response Checklist	RESULTS	
	Pass (Yes)	Fail (No)
<p style="text-align: center;">TABLE OF CONTENTS (as defined in ITB Section 4.04.06)</p> <p>13. Is there a Table of Contents with the titles for each section and beginning page numbers?</p>		
<p style="text-align: center;">EXECUTIVE SUMMARY (as defined in ITB Section 4.04.07)</p> <p>14. Is the Executive Summary no more than twenty-five (25) pages in length?</p>		
<p style="text-align: center;">APPROACH TO IMPLEMENTATION PHASE (as defined in ITB Section 4.04.08)</p> <p>15. For each of the six (6) components identified in ITB Section 4.04.08, has the Bidder provided the required information in the order and format specified?</p> <ul style="list-style-type: none"> • Design and Development Methodology • Products and Deliverables • Implementation Phase and Work Plan • Proposed Staffing • Implementation Phase Contract Management • Commitment to Quality 		
<p style="text-align: center;">APPROACH TO OPERATIONS PHASE (as defined in ITB Section 4.04.09)</p> <p>16. Does the Bidder include a staffing approach for the operations phase?</p>		
<p style="text-align: center;">CORPORATE CAPABILITIES AND COMMITMENTS (as defined in ITB Section 4.04.10)</p> <p>17. Is the Corporate Capabilities and Commitments section no more than forty (40) pages long, exclusive of financial statements?</p> <p>And does it contain Corporate Information, Financial Statements, Contractual Disputes and Corporate Commitments?</p>		

Bidder Response Checklist	RESULTS	
	Pass (Yes)	Fail (No)
18. Did the Bidder complete Appendix L – Business Experience Matrix with a minimum of three (3) references of previous contracts in which the Bidder processed medical claims included in the proposal?		
19. Has the Bidder submitted financial statements?		
<p style="text-align: center;">PRICING SCHEDULES (as defined in ITB Section 4.04.05)</p>		
20. Is there a signed and completed Pricing Schedule A(I) or A(N)?		
21. Is there a signed and completed Pricing Schedule B(I) or B(N)?		
22. Is there a signed and completed Pricing Schedule C(I) or C(N)?		
23. Is there a signed and completed Pricing Schedule D(I) or D(N)?		
24. Are all the calculations shown on the various pricing schedules accurate?		

5.04 Phase III – Vendor Bid Evaluation Criteria

Phase III of the bid evaluation process shall evaluate the Bidder’s responses to the ITB based on the ITB requirements. Each bid evaluated must pass the bid evaluation criteria for this phase as documented in *Section 5.04.01* below. Bids that fail to pass the evaluation criteria of Phase III shall be disqualified from further evaluation. Any response that would cause a bid to be disqualified on any item(s) will be referred to the Medicaid General Counsel for review and interpretation. Bids that pass the bid evaluation criteria of Phase III shall move forward to Phase IV of the bid evaluation process.

5.04.01 Phase III Bid Evaluation Criteria

Each bid will be evaluated by the Evaluation Team to determine if the bid is sufficiently responsive to the ITB by reviewing details in *Section 4.04 - Bid Response* using a series of evaluation items. Each evaluator will rate the bid response for each item using a scale of 1 to 5.

- Rating of 1 - very poor to unacceptable
- Rating of 2 - poor
- Rating of 3 - adequate
- Rating of 4 - above average
- Rating of 5 - excellent.

Section 5 – Bid Evaluation Criteria

The scores of the reviewers for each rated item will be averaged. An average score of less than 3.00 on any item will result in that bid being disqualified from consideration.

Each bid evaluated by the Evaluation Team will be reviewed to determine if the bid is responsible by reviewing details in *Section 4.04.10 Corporate Capabilities and Commitments* of the ITB on a pass/fail basis. The Agency reserves the right to contact and conduct interviews with any previous customers of the Contractor and/or its sub-contractors.

Bids that do not meet the minimum requirements criteria shall be disqualified from further evaluation. Any response that is incomplete or in which there are significant inconsistencies or inaccuracies may be rejected by the Agency. The Agency reserves the right to waive minor variances or reject any or all bids. The Agency reserves the right to request clarifications from all Bidders.

5.05 Phase IV – ITB Award Recommendation

The ITB evaluation committee shall submit a written recommendation to the Commissioner to award the ITB to the Bidder that successfully makes it to this phase of the evaluation process. The Commissioner will make the final decision to award the contract based on the recommendations of the evaluation committee. The Agency shall notify the Division of Purchasing in writing about the bid selection. The Division of Purchasing will notify the successful Bidder after receiving the Agency's bid award recommendation. If the Bidder selected is unwilling or unable to perform, the bid bond will be forfeited and the Agency may award to the next lowest responsible and responsive Bidder most advantageous to the state.

5.06 Federal Approval

Federal approval is required before the Agency may award a contract. Every effort will be made by the Agency, both before and after selection, to facilitate the rapid approval and an early start date for the selected Vendor.